



## The IIHMR University, Jaipur

IIHMR University is a specialized Research University in management research, postgraduate education and training exclusively in the health sector. The IIHMR University has established the discipline of health management and set the national agenda for policy and program and health systems research in the health sector. It is a WHO Collaborating Centre for district health systems and designated as an Institute of Excellence in India for training and capacity building. IIHMR University has contributed immensely in paradigm change in management of hospitals and health systems through research, education and training.

**IIHMR University invites applications for the below positions:**

### **JUNIOR HR EXECUTIVE**

#### **ROLES AND RESPONSIBILITIES**

- Support in attendance management and leave management while syncing it with biometric and HR software.
- Assist in recruitment activities and documentation.
- Assist in preparing monthly salary from Saral software.
- Incorporate new joiners details in HR software and ERP HR module.
- Prepare initial drafts of misl. Letters and approval notes.
- Initiate exit process i.e. exit interview, no dues, relieving.
- Exit and joining compliance in PF, ESI and other university level compliance.
- Support in maintaining records of compliance for eg. Challans and returns and other compliance documents.
- Prepare various MISs for records, ranking and accreditation activities such as NIRF, AISHE, NAAC.
- Maintaining files of all old and new staff and ensuring proper documents are being maintained in the file.
- Assist HOD in renewal of various insurance policies (Staff, Asset and Students)
- Promptly revert to the staff members on their request for different kinds of request letters such as LTA etc, address proof, NOCs etc.)
- Work in close coordination with Manager-HR/HOD for day-to-day related HR activities

#### **Qualification, Experience & Skill Requirements:**

- MBA or Masters in relevant field from a reputed Institute
- Proven working experience of 2-3 years as HR Assistant/ Supervisor or a similar role with proven record.
- Excellent communication and organisational skills

**Remuneration:** At par with industry standards

Interested candidates may send their applications along with detailed CV latest by 30/01/2023 by email with subject mentioning <Job name applied for> at [jobs@iihmr.edu.in](mailto:jobs@iihmr.edu.in) .